

SUPPLEMENTAL JOB DESCRIPTION

Classification: Attorney II

Function Code: 0713-095

Position Title: Child Protective Service Attorney- Office of
Operations Support and Program Integrity

Date Established: 7/05

Position Number: 15803

Date of Last Amendment:

SCOPE OF WORK: Serves as the onsite legal counsel for the Division for Children, Youth and Families (DCYF) in a District Office Child Protective Service Unit. Represents the Division and develops legal strategies, interprets and applies Federal and state statutes, rules, case law, precedent, etc. in New Hampshire District, Family and Probate Courts, administrative hearings, and other legal forums. Reports to Regional Supervisor, (DCYF) Legal Services.

ACCOUNTABILITIES:

- Litigates on behalf of DCYF at trial in the prosecution of child abuse/neglect cases, Termination of Parental Rights proceedings, Central Registry appeals in Probate and Superior Courts, guardianship, exparte removal of children from unsafe living arrangements; various court petitions and pleadings.
- Represents DCYF in court, in pre-hearings and in administrative hearings including matters before the DHHS Administrative Appeals Unit, and other legal venues.
- Prepares cases for Court and supervises the work by DCYF Child Protective Service Workers (CPSW's) in the preparation of their cases for litigation in court and other proceedings.
- Confers with DHHS staff, outside attorneys, law enforcement, court personnel and judges in matters concerning DCYF court cases, pleadings, motions, actions.
- Ensures that DCYF CPSW's follow best legal practice through ongoing consultation and training.
- Acts as liaison between DCYF staff and Court personnel to ensure the appropriate use of DCYF and Court resources.
- Advises CPSW's and their Supervisors to ensure compliance with State and Federal law, rules, regulations, DCYF policy and court procedure; advises CPSW's and witnesses regarding proper judicial and administrative conduct.
- Plans legal strategies and procedures in accordance with Federal and State statutory and regulatory mandates.
- Advises DCYF on the development of policy and procedures.
- Advises the Regional Supervisor, DCYF Legal Services and DCYF staff on legal representation, litigation activity and associated administrative matters. Provides legal opinions on matters of Child Protection statutes rules, regulations and policy.

MINIMUM QUALIFICATIONS:

Education: Juris Doctor degree from an American Bar Association recognized law school

Experience: Four years experience in the active practice of law.

License/Certification: Must be a member of the New Hampshire Bar. Must hold a valid NH driver's license and/or have access to transportation for use in statewide travel.

Special Qualifications: Must be a member of the New Hampshire Bar. Must possess a knowledge of: judicial procedures and rules; common, statutory and constitutional laws of the state of New Hampshire; court and legal procedures; state and federal laws relating to Child Protection. Must have the demonstrated ability to: prepare legal pleadings, briefs and memoranda, perform legal research; render effective decisions and deal tactfully with the courts, law enforcement officials, DCYF staff and management as well as the public.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Byry Kennedy, Director DCYF Legal Services, #9U386

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

Supervisor's Name, Title, & Position #: Warren Lindsey, Regional Supervisor, DCYF Legal Services, #15402
Rogers Lang, Regional Supervisor, DCYF Legal Services, #19766

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved